

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-59-95-13
1. FROM (Agency or establishment) Department of State		DATE RECEIVED	9/15/95
2. MAJOR SUBDIVISION Bureau of Politico-Military Affairs		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Office of Export Control Policy		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Pat Magin	647-6021	10-5-95	<i>John W. Carl</i>

6. AGENCY CERTIFICATION
 I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 9/12/95	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth F. Rossman</i>	TITLE Kenneth F. Rossman Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See Attachment		

1. Program Files for COCOM

Information documenting U.S. negotiations with COCOM and with any successor organization with respect to efforts to restrain the sale of arms, critical dual-use industrial products, and related technologies to countries or regions that might pose a threat to international peace and security. Negotiations concern changes to export control lists and other general policy issues. Contain cables, memoranda, other reports, activity reports, etc. Information is arranged by technology categories, specific negotiations, export control lists, subjects, etc.

Permanent. Retire when 3 years old to RSC for transfer to WNRC. Transfer to the National Archives when 30 years old.

2. COCOM Case Files

NOTE: No new case files generated after 12/31/94.

- a. U.S. Cases

Requests submitted by the U.S. to COCOM for approval of specific export transactions involving controlled goods or technologies.

Permanent. Block annually. Retire when 5 years old to RSC for transfer to WNRC. Transfer to NARA when 30 years old.

- b. Foreign Cases

Requests submitted by foreign countries to COCOM for approval of specific export transactions involving controlled goods or technologies.

Permanent. Block annually. Retire when 5 years old to Records Service Center for transfer to WNRC. Transfer to NARA when 30 years old.

3. Supercomputer Files

- a. Subject Files - Contain historical and other background material on bilateral or multilateral negotiations on the supercomputer export control regime and its procedures governing the sale of supercomputers to different countries. Contain information on interagency groups, committees, private industry and other organizations. Contain cables, memoranda, other reports, etc.

Permanent. Block annually. Retire when 3 years old to RSC for transfer to WNRC. Transfer to the National Archives when 30 years old.

- b. Case files

1. Routine cases that duplicate Commerce Department cases.

Destroy 1 year after close of case.

2. Policy setting cases.

Permanent. Retire 3 years after close of case to RSC for transfer to WNRC. Transfer to NARA when 30 years old.

- c. Interagency or Working Group Meetings

Information on the working group meetings, including the Supercomputer Working Group. Includes meeting agendas, other agencies' views, and proposals for negotiations with other countries on general export policies for supercomputers and views on specific cases.

Permanent. Block annually. Retire when 3 years old to RSC for transfer to WNRC. Transfer to the National Archives when 30 years old.

4. Electronics, Telecommunications, and Encryption Files

- a. Subject files: Contain historical and other background material on bilateral or multilateral negotiations on the transfer of advanced electronic devices and systems and

manufacturing equipment, telecommunications systems, and encryption technology. Contain information on interagency groups, committees, private industry and other organizations. Contain cables, memoranda, other reports, etc.

Permanent. Block annually. Retire when 3 years old to RSC for transfer to WNRC. Transfer to the National Archives when 30 years old.

b. Case Files

1. Routine Cases that duplicate Commerce Department cases.

Destroy 1 year after close of case.

2. Policy Setting Cases

Permanent. Retire 3 years after close of the case to RSC for transfer to WNRC. Transfer to NARA when 30 years old.

c. Interagency or Working Group Meetings

Information on working group meetings, including meeting agendas, other agencies' views and proposals for policy initiatives and negotiations with other countries on export of electronics, telecommunications, and encryption products.

Permanent. Block annually. Retire when 3 years old to RSC for transfer to WNRC. Transfer to the National Archives when 30 years old.

5. Country Files

Negotiations with countries on specific export control issues, export control lists, disputes, etc. Contain copies of cables, reports, memorandums, background material, etc.

Permanent. Block annually. Retire when 3 years old to RSC for transfer to WNRC. Transfer to the National Archives when 30 years old.

6. Chronological Files

Copies of outgoing memorandums, cables, reports, etc. drafted by the office and arranged chronologically.

Permanent. Block annually. Retire to RSC when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.

7. Technical Transfer Working Group

Files related to the work of an interagency working group responsible for assigning action on intelligence issues and reporting requirements. Contains only minutes of the meetings. Stored only in secure space in INR, not in PM/EXP.

Destroy when 1 year old.